Contracted Therapist – Coburn Place

Contracted therapists are compensated for mental health services provided to program participants (adult and/or children).

Mission: Coburn Place opens a door through which women and children fleeing domestic violence can find safe haven. Coburn Place transforms battered lives by healing painful emotions, teaching valuable life skills, and fostering financial independence and long-term self-sufficiency.

Vision: Coburn Place will be a widely recognized, self-sustaining long-term housing program for women and children who have left abusive relationships. We will provide a broad range of supportive services to prepare them for emotional, financial and physical independence and security.

Providing services to help residents heal from abuse is an important component of Coburn Place’s overall program. Professional therapists assist Coburn Place in reaching its mission and vision by providing high-quality therapy services. Therapy services are available to adult and child residents of Coburn Place during their stay and for up to three months after exiting the program. Coburn Place is prohibited by the State of Indiana peer review compliance standards from providing marital counseling or any type of counseling to couples.

Mental Health Services that Coburn Place offers to its program participants include:

- Assessment: designed to determine the mental health needs of the individual and/or family and to recommend a course of action.

- Individual therapy:
  - Adult: designed to aid in the healing process and help identify mental health and emotional concerns/needs. The process is intended to assist clients in applying gained knowledge and insight to their journey toward survivorship and explores the benefits of having a healthy sense of self.
  - Child: designed to be an age appropriate healing process. It allows the client to express him/her self in a safe and supportive environment through tools such as play therapy, discussion, art therapy, activities, etc.

- Family therapy: explores the dynamics of the family system and supports healthy interpersonal communication and interactions. It helps the family re-structure themselves after transitioning from an abusive family dynamic. Family therapy that Coburn Place provides does not include the abuser or non-participants in the program.

- Group therapy: designed to explore various topics in a safe and supportive group environment. Groups offered include: Dynamics of Domestic Violence (Group I), Sense of Self (Group II), Empowerment and Self Advocacy (Group III), Family Development, and Youth Support Group.

Roles & Responsibilities

Although therapists work on a contractual basis, Coburn Place expects therapists to uphold the responsibilities, professionalism and integrity that are required of all staff members. Coburn Place has standard organizational policies (sexual harassment, discrimination, etc.) to protect individuals and maintain an overall professional environment. Contracted therapists are
required to abide by such policies. Coburn Place expects that therapists will perform their duties with the utmost level of integrity and professionalism. Therapists must abide by the ethical standards outlined by the State of Indiana and the professions in which they are licensed.

Adult Services Director and Advocates:
- Will refer residents (adult or child) to a therapist for an initial assessment at the request of the resident or at the recommendation of programming staff.
- Will, based upon the recommendation of the initial assessment, refer the resident to a therapist for individual, family or group therapy based upon availability and area of expertise, while considering the desires of the resident.
- Will take a team approach in working with contracted therapists.
- Will provide feedback on significant organizational changes that could affect residents.
- Will consider recommendations from therapists to assist in providing high-quality supportive and holistic programming services to individuals and families residing at Coburn Place.
- Will maintain current Releases of Information to allow appropriate communication between Coburn Place programming staff and the therapist.

Contracted Therapists:
- Will provide agreed upon mental health services on-site at Coburn Place unless otherwise agreed upon by the Executive Director or Adult Services Director.
- Will follow Indiana law regarding confidentiality.
- Will follow the State of Indiana procedures for reporting abuse and/or neglect.
- Will report within 24-hours to Coburn Place’s Adult Services Director, Executive Director and/or Advocates regarding incidents in which there is an immediate threat to the well-being of a client (resident), child of client, staff member or volunteer.
- Will maintain current professional licensing and associated required continuing education hours.
- Will maintain professional liability insurance and provide Coburn Place with a current copy of the face sheet annually and when modifications occur.
- Will notify the Executive Director immediately of any adverse finding regarding the therapist’s licensing, disbarment, any claims of malpractice, and/or liability settlements/payouts.
- Will attend a monthly 2-hour Advocacy Team Meeting with the Adult Services programming staff the second Friday of each month from 8am – 10am at Coburn Place.
- Will maintain current Releases of Information to allow the therapist to share information regarding a clients’ attendance (for compensation to occur) and recommendations to assist in providing programming services.
- Will submit a monthly attendance activity log (name, appointment date, attendance information, type of service) to the Adult Services Director by 10am the first Monday of each month for the previous month.
- Will submit a monthly invoice for billable services (utilizing non-identifying client codes as assigned by the Adult Services Director) by 10am the first Monday of each month for the previous month.
- Will sign and submit a W-9 form.
- Will maintain and keep secure all client therapy records, case notes and confidential information at their own professional business sites.
- Will not solicit Coburn Place program participants as clients outside of this agreement. After a resident has exited Coburn Place’s program and follow-up services, that individual may choose to continue therapy services with her/his therapist. At which time,
Coburn Place would not be the payer for services and would not be a party to the relationship.

- Will avoid dual relationships with clients and maintain professional boundaries.

**Duration of Contract, Rates & Payment**

Either Coburn Place or the contractual therapist have the right to or terminate this agreement at any time by giving two-week notice one to the other. Therapists will close all of their clinical cases in a manner that serves the client(s) best and return all property belonging to Coburn Place Safe Haven (curriculum, folders, etc.) Amendments must be agreed upon by both Coburn Place and the contracted therapist in writing. Coburn Place will terminate this contract immediately in cases of alleged misconduct by the therapist.

**Rates:**

**Individual/Family Counseling**

A therapist will be paid a standard rate of $60 per hour for a 50-minute therapeutic hour, per week, for individual/family therapy. If a client/family is in need of more services, the assigned therapist should make a justifiable request to the Adult Services Director for additional time. The standard rate will be paid for clients that “no show/no call” and late cancellations (less than 24 hours). In such case, this rate will only be paid twice. If a client continues to “no show/no call” and/or “late cancel”, it is at the assigned therapist discretion to continue therapy with such client. If the therapist continues to see such client the therapist should understand that they will not be reimbursed for any “no show/no calls” and/or “late cancellations” that exceed two occurrences. Therapists should make a notation on their attendance activity log and invoice for any “no show/no call” and/or late cancellations.

**Support & Educational Groups**

A flat rate of $100 per hour will be paid for a 60-minute therapeutic hour, per week, per group (psycho-educational and/or group therapy). This rate includes preparation time, summary of progress report, and any other time needed for the group/class.

**Advocacy Team Meetings**

A non-clinical rate of $30 per hour will be paid to therapists/educators for attending meetings scheduled by Coburn Place. Coburn Place will not reimburse therapists for mileage and/or any other travel expenses.

**Invoicing:**

Therapist must submit an invoice and an activity log by 10am the first Monday of each month for the previous month’s work to Jenni White, Adult Services Director, to receive payment for services.

- Monthly attendance activity log should include: name, appointment date, attendance information, type of service.
- Monthly invoice for billable services should utilize non-identifying client codes as assigned by the Adult Services Director and include the type of service and units/hours of service.

1. Please provide a summary of your areas of expertise and skill set:

2. Please provide your preferred availability for appointments/sessions

3. Please indicate which Mental Health Services you agree to provide (Therapist will be given assignments and referrals based upon the needs of the program):
- Individual Adult Therapy
- Individual Child Therapy
- Family Therapy
- Family Development Group
- Dynamics of Domestic Violence (Group I)
- Sense of Self (Group II)
- Empowerment and Self Advocacy (Group III)
- Youth Support Group